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DD / S R E C O R D S T R Y

FILE

*Approp Budget*

20 November 1964

MEMORANDUM FOR: Director of Budget, Program Analysis, and  
Manpower

ATTENTION : Mr.

SUBJECT : Request for Additional Funds

The attached request submitted by the Office of Personnel indicates a need for approximately \$57,000 additionally to fund overseas hospitalization costs during Fiscal Year 1965 plus an additional \$20,000 to fund the Qualification Coding Project. The attached is submitted for justification of these increases in view of the fact that the previously required transfer of \$77,000 from the Office of the Deputy Director for Support to the Office of Personnel will require an increase in the amount previously contained in the Fiscal Year 1965 column of the Fiscal Year 1966 budget.

SIGNED

Special Planning Assistant to the  
Deputy Director for Support

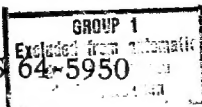
## Attachment:

Memo dtd 20 Nov 64 to Mr.   
fr A-D/Pers, same subject

SPA-DD/S:JHP:fmf (20 Nov 64)

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20 NOV 1964

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MEMORANDUM FOR: Mr.

SUBJECT : Request for Additional Funds

1. This memorandum submits the justification for an increased budget allotment of \$77,000.00 for the Office of Personnel for FY 1965.

2. The additional allotment is needed to cover the greatly increased costs in the overseas hospitalization program, for personal services of contract employees assigned to the employee qualifications coding project.

3. Increased Costs in Overseas Hospitalization Program

a. In January 1964 the rate for civilians in U.S. Army hospitals overseas rose from \$5.00 to \$37.00 per day. In April 1964 it was increased to \$39.00 and in July to \$40.00 per day. In September 1964 there was a further increase to the present rate of \$42.00 per day. These increases are apparent in a comparison of the total amount of money obligated for this purpose at 30 October 1963, \$27,908, with the same date in 1964 when the obligations were \$69,113. In addition, there has been a substantial increase in the number of claims: 123 claims averaging \$226.89 had been processed as of 30 October 1963; as of 30 October 1964, 237 claims averaging \$291.61 had been processed.

b. In the FY 1966 budget submission, the Office of Personnel estimated that the hospitalization costs would accelerate from \$110 thousand to \$151 thousand for the year based on the \$37.00 rate and claims experience for the past few years. However, it now seems that further rate increases to \$42.00 and an unexplained increase in claims will require additional funds. On 30 October 1964, 45.8% of the total budgeted amount for this program had been obligated with 8 months remaining in the current fiscal year. If claims continue at this rate, we estimate that an additional \$56,625 will be needed to pay these claims.

4. Personal Services Costs for Qualifications Coding Project The Qualification Classification and Coding Project was activated by the Office of Personnel in order to place employee qualifications information in the computer. This involves re-coding of qualifications information based on Official Personnel Folders and may, in some cases, require personal interviews with employees to clarify certain aspects of their Agency experience. The planned average salary for the contract employees working on the project is \$6,500 per year. At this rate, \$20,375 will pay for 3.1 man years. At the present time, 3 contract employees are on duty, and a fourth is expected to be brought on in January or February 1965. Two of these employees have been on duty since the beginning of FY 1965, and one was brought on duty on 16 November 1964. The total salaries for the first two employees as of 30 October 1964 were \$4,484.00. At this rate, the cost for FY 1965 salaries for only 2 contracts will be \$13,452. This

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**SUBJECT:** Request for Additional Funds

sum, plus approximately one-half man year each for the two additional employees will be equal to approximately 20 thousand dollars.


5. We shall be glad to supply any additional supporting material which may be desired.



Acting Director of Personnel

Distribution:

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OD/Pers/  sac (20 November 1964)

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